



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHAPLAIN COORDINATOR

Class No. 005031

■ CLASSIFICATION PURPOSE

Under direction, to supervise volunteers who provide religious education and services within County institutions; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

A Chaplain Coordinator is a single level specialized classification responsible for the overall religious programs offered in a variety of institutions operated by the County.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Recruits and selects volunteer ministers and seminary students from churches and schools in the community.
2. Assigns, directs, coordinates, and reviews the work of volunteer ministers and students responsible for providing religious education and services for inmates incarcerated within the County detention facilities.
3. Coordinates religious programs and activities with various department programs designed to educate or rehabilitate inmates.
4. Provides pastoral counseling and conducts religious services in institutions.
5. Plans, facilitates, and evaluates training programs designed to provide volunteers with an understanding of the practices and goals of ministry services and the rules, regulations, policies, and procedures of County detention facilities or institutions.
6. Plans and directs orientation programs for volunteer ministers, volunteer clergy members, and other community volunteers by providing guidance on dealing with the problems of inmates who are detained at County correctional institutions.
7. Facilitates orientation meetings for inmates.
8. Establishes and maintains lines of communication with Correctional Counselors assigned to County detention facilities in regard to status or health of inmates and the policies and procedures of County detention facilities.
9. Prepares documents, records, and presentation materials.
10. Interprets ministry program goals to local clergy and community groups.
11. Provides responsive, high quality service to inmates, County employees, representatives of outside agencies, and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Theology, philosophy and comparative religions.
- Teachings, doctrines, and practices of major religions.
- State and federal laws concerning freedom of religion and separation of church and state.
- Contributing factors leading to incarceration and the psychological dynamics displayed by inmates confined to detention facilities or related institutions.

- Rules, regulations, policies, procedures, and organizational systems of the detention facilities of the San Diego County Sheriff's Department, including safety and security rules and procedures.
- Principles, methods, and techniques used to develop, present, and evaluate training programs.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Supervise and train volunteer ministers and clergy members participating in educational and religious programs for an institution.
- Develop, facilitate, and evaluate training and orientation sessions for volunteer ministers and clergy members.
- Conduct pastoral counseling with inmates assigned to County detention facilities.
- Communicate effectively in writing when preparing training and presentation materials.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Establish and maintain rapport and effective interpersonal relations with inmates confined to County detention facilities.
- Treat inmates, County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience combinations are: a Bachelor's degree in theology or a behavior science from an accredited seminary, college, or university; AND either:

1. Successful completion of at least four quarters of clinical pastoral training, OR
2. Three (3) years of ministry experience for a recognized church or other religious organization, OR
3. Two (2) years of full-time chaplaincy experience in a correctional institution.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate office equipment such as computers, printers, copiers, and telephones. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, using both hands to perform simple grasping and pushing and pulling; reaching above and below shoulder level, and lifting and carrying items weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

At the time of the selection interview, applicants must present evidence that they are in good standing with their own denomination and that full-time employment as a Chaplain Coordinator will be approved by their Church or a recognized ministry.

Working Conditions

Work primarily takes place in locked County detention facilities with restricted access. Work involves frequent travel to locations within and outside of the county. Work involves frequent exposure to computer screens. Work involves constant contact with inmates who may be potentially upset, hostile, violent, and abusive. Work may involve exposure with inmates who have communicable or contagious diseases, in which case, the incumbent will be required to wear filters, respirators, or other protective equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of six (6) months (Civil Service Rule 4.2.5).

New: May 7, 1970
Reviewed: Spring 2003
Revised: June 7, 2004
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